

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: ~~PROFESSIONAL~~-EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: August 19, 2002

REVISED:

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| <p>1. Purpose</p> <p>2. Authority SC 510, 1504 Pol. 804</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p> <p>—SC 1504</p> | <p style="text-align: center;">4332. WORKING PERIODS</p> <p>Work schedules of the professional stafffor administrative, professional and support employees shall be clearly specified to ensure regular <u>attendance by employees</u> and consistent operation of the school district.</p> <p>The Board has the authority and responsibility to determine the hours <u>and days</u> during which <u>school district operations</u>educational programs and services shall be available to students and the community. <u>Where a conflict exists with this policy, the applicable compensation plan, individual contracts, collective bargaining agreements, and Board resolutions shall prevail.</u>[1][2][3][4]</p> <p><u>The Board has the authority to make modifications to the school calendar and the school schedule as necessary to meet the instructional and health and safety needs of students and staff. Modifications to staff working periods shall be addressed in accordance with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, Board resolutions and/or Board-approved health and safety or other emergency preparedness and response plans.</u>[4][5][6]</p> <p>The Superintendent <u>or designee</u> shall establish <u>and inform staff of</u> work schedules, provisions for absences and other conditions of work in keeping with the Board's policies. Working conditions shall be designed to promote excellent physical and mental health of all employees.</p> <p><u>Professional and Temporary Professional Employees (TPEs)</u></p> <p><u>1. Teachers</u>aAre required to be present at their respective rooms or assigned stations, and to make themselves available to students, before the time prescribed for commencing school.</p> <p><u>2. Teachers</u>sshall remain in their rooms or assigned stations after students have been discharged, for the purpose of assisting students in need of extra aid.</p> <p><u>3. Instructional personnel</u>sshall have a duty-free lunch period of not less than</p> |
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| <p>School Code 510, 1504</p> <p>Board Policy 804</p> | <p>thirty (30) minutes. <u>[2]</u></p> <p>The length of the working day for professional employees shall be determined in accordance with the terms of the collective bargaining agreement.</p> <p>Any conflicts between this policy and any collective bargaining agreement that may exist for professional employees shall be reported to the Board when such conflict arises.</p> <p>4. <u>During the times students are in attendance, professional staff</u> may be assigned duties, distributed equitably when possible, at the discretion of the school principal.</p> <p>5. <u>All professional staff members are</u> expected to attend each faculty meeting unless specifically excused by the responsible administrator.</p> <p>6. <u>In cases of excused attendance, the staff member</u> shall meet with the school principal at the earliest convenient time to discuss topics of the faculty meeting.</p> <p><u>References</u></p> <p>1. <u>24 P.S. 510</u></p> <p>2. <u>24 P.S. 1504</u></p> <p>3. <u>Pol. 804</u></p> <p>4. <u>Pol. 803</u></p> <p>5. <u>24 P.S. 520.1</u></p> <p>6. <u>Pol. 805</u></p> |
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